Student Guide to the

University Library

UPLB, College, Laguna
June 2011

University of the Philippines Los Baños

UNIVERSITY LIBRARY COMPOSITION

- Main Library
- College of Development Communication (CDC) Library
- College of Economics and Management (CEM) Library
- College of Engineering and Agro-Industrial Technology (CEAT) Library
- College of Forestry and Natural Resources (CFNR) Library
- College of Human Ecology (CHE) Library
- College of Public Affairs (CPAf) Library
- College of Veterinary Medicine/Animal Science
- National Institute of Molecular Biology and Biotechnology (BIOTECH) Library
- Postharvest Horticulture Training and Research Center (PHTRC) Library
- School of Environmental Science and Management (SESAM) Library
- UP Rural High School Library

THE UNIVERSITY LIBRARY

GENERAL INFORMATION

The University of the Philippines Los Baños Library (formerly, the UP College of Agriculture Library) was established at the founding of the College of Agriculture in 1909. Presently, it is composed of the Main Library, 10 College and Institute Libraries and a High School Library. It provides materials and services to meet the instructional, research, and extension needs of the various constituents of the University. It has the most extensive collection of agricultural materials in the country and particularly strong in plant and animal sciences.

The University Library practices decentralization of library collections; that is, building and strengthening specialized collections relevant to their respective College curriculum and research. Thus, the Main Library is for the College of Agriculture, College of Arts & Sciences and the General Education courses. The Main Library and other College Libraries in the campus are in a WIFI environment. Thus, students, faculty and staff can bring their own laptops & notebooks for the access to the Internet and other library collections.

The University Library's web address is http://library.uplb.edu.ph/. Several links to information resources and services can be availed and accessed in this homepage.

LIBRARY HOURS

The Main Library is open 54 hours a week with the following schedule:

User Education and Services Division

Monday to Saturday	8:00 AM to 5:00 PM

Technical & Administrative Services Division

Monday to Friday	8:00 AM to 12 NN 1:00 PM to 5:00 PM

LOCATION OF LIBRARY MATERIALS

BASEMENT

Computer Services and Multimedia Collections Section – offers Internet search and full text e-journals (online subscriptions, The Essential Electronic Agricultural Library, etc.) access, microfilms of back issues of leading local newspapers, microfiches of some foreign publications, DVD/CD-ROM of books and video collections and other electronic information resources.

University Special Collections Section – contains publications generated in the University by its faculty and researchers such as

technical research reports, professorial chair lectures, personal collections of individuals who had vital roles in the University, theses and dissertations (both in print and e-copy), rare books and other documents pertaining to the University

GROUND FLOOR

Technical Services Division:

Acquisitions Section – newly acquired books are found in this Section, which handles selection and acquisitions of books and other library materials.

Cataloging Section – catalogs and classifies books and other library materials. The in-process books and other library materials may also be borrowed here for room use only or on a limited time.

Reference Collections – includes dictionaries, encyclopedias, yearbooks, handbooks, almanacs, directories, bibliographies,

biographies, maps, atlases, etc. These references are consulted for definite information rather than read through.

Reserve Books – these are books placed on reserve by faculty members for required readings on courses being offered.

Book Collections – are circulation books that can be borrowed for home loans and arranged by call number using the Library of

Congress Classification Scheme in open shelves. New books are on display racks.

SECOND FLOOR

Serials Collections – journals and periodicals including Filipiniana; abstracts, and indexes on general and specialized subject areas.

Filipiniana Collections – books written by Filipino authors, or about the Philippines, or published in the Philippines.

Monograph Series – includes serials published by Food and Agriculture Organization of the United Nations (FAO), World Bank, United Nations University (UNU), etc., and

Vertical Files – are reading materials/ publications less than 50 pages on relevant subject matters and can be borrowed for room use at the Filipiniana Section.

HOW TO USE THE CARD CATALOG

The card catalog is the key to the Library's collection and where you can easily locate the books and other library resources.

Card Catalog - is placed at the Main Lobby for the convenience of the Library clients. The Library

maintains the divided catalogs; **Author-Title Catalog** and **Subject Catalog**. **Online Public Access Catalog (OPAC)** is also available for searching. Computers dedicated for OPAC are available at every floor level of the Library.

The **Author and Title Catalog** holds card of authors, co-authors, editors, titles and other essential distinctive representation of information sources (books, articles, theses, multimedia, etc.). All of these cards are filed in straight alphabetical arrangement according to the first line of each card. Works of an author, which the library has maybe found under his name sub-arranged alphabetically by title. The author maybe a name of person, society, association, institution, agency, etc.

The **Subject Catalog** contains words or phrases describing subjects of the books and other information sources available in the Library. Be specific as possible when looking for a subject. For example, look under "Philippine—History" not "History", "Physics"not "Science". A person, organization/institution may be the subject of a book. Look for the life of Jose Rizal under "Rizal, Jose 1867-1896".

Author Card

SB Fernandez, Pamela G.
113.75 Alternative seed training and education for
P5 sustainable agriculture. – College, Laguna :
F47 Department of Agronomy, University of the
1999 Philippines, Los Baños, 1999.
228 leaves.

1. Seed technology—Philippines. 2. Agricultural education—Philippines. 3. Sustainable agriculture—Philippines. I. Title.

Title Card

SB Alternative seed training and education for
113. 75 sustainable agriculture.
P5 Fernandez, Pamela G.
F47 Alternative seed training and education for
1999 sustainable agriculture. – College, Laguna :
Department of Agronomy, University of the
Philippines, Los Baños, 1999.
228 leaves.

Subject Card

SB SEED TECHNOLOGY--PHILIPPINES
113.75 Fernandez, Pamela G.
P5 Alternative seed training and education for
F47 sustainable agriculture. – College, Laguna :
1999 Department of Agronomy, University of the
Philippines, Los Baños, 1999.
228 leaves.

Card Markers and Notations - cards for books on reserve have red-stripped markers, while blue-stripped for reference books. Cards for serials bear the word SERIALS on top of the call numbers, or this note: "For Library holdings, see Serials Checklist" (or Serials Record).
Starting January 1, 2009, relocation of Library collections was implemented hence, a note on top of the Card Catalog and its service table is posted to provide the relocation of the library materials as follow:

Symbol on Card		Current Location
"Dep.Col." with call number	→	Circulation Stack for paperbacks (1st Floor)
"Dep.Col." without call number	→	Filipiniana Section (2nd Floor)
"Archives"	→	University Special Collections (Basement, Extension)
"VF in Theses Section"	→	Filipiniana Section (2nd Floor)
Multimedia Collection	→	Computer Services Section (Basement)

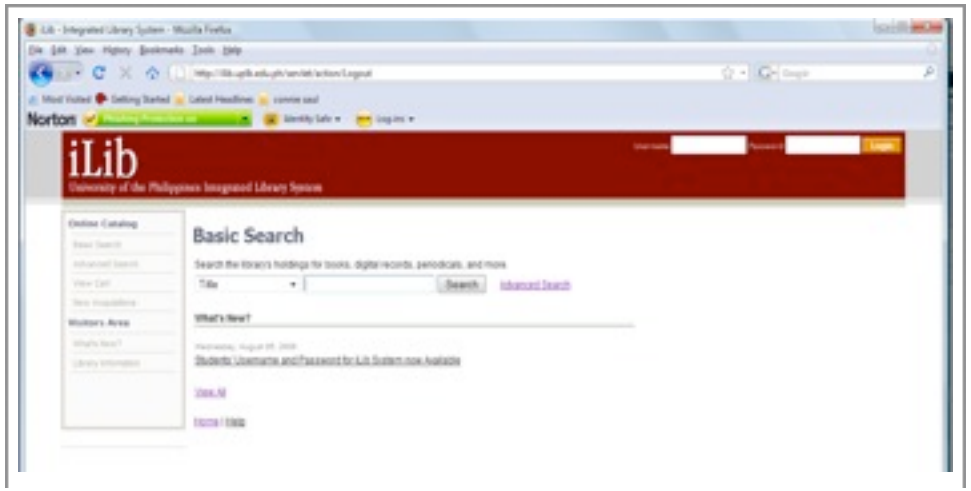
Location symbols for College/Unit Libraries are noted on top of the call number.

HOW TO USE THE iLib ONLINE PUBLIC ACCESS CATALOG (iLib-OPAC)

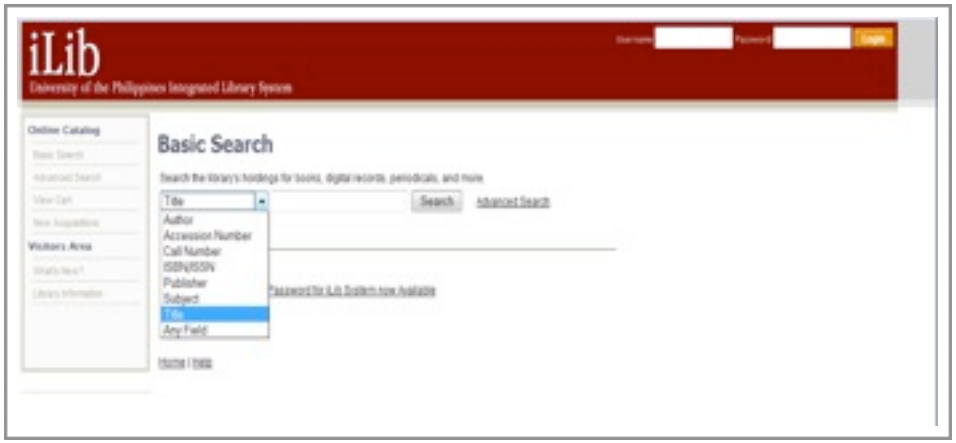
Search the Catalog-Web OPAC is displayed at the University Library homepage (http://library.uplb.edu.ph/) or simply type directly the URL, http://ilib.uplb.edu.ph/ to search the availability of your information needs at the UPLB Libraries and Reading Rooms. Other CUs' iLib server can be accessed using the same URL format such as for Diliman, http://ilib.upd.edu.ph; for Manila, http://ilib.upm.edu.ph; and so on.

Logging on is not required to use the basic features of the iLib OPAC. However, to access the special features of the system, login is necessary. Students can request their iLib account at the Computer and Multimedia Collections Section or thru email: library@uplb.edu.ph. Type "iLib Account" as the Subject of the email.

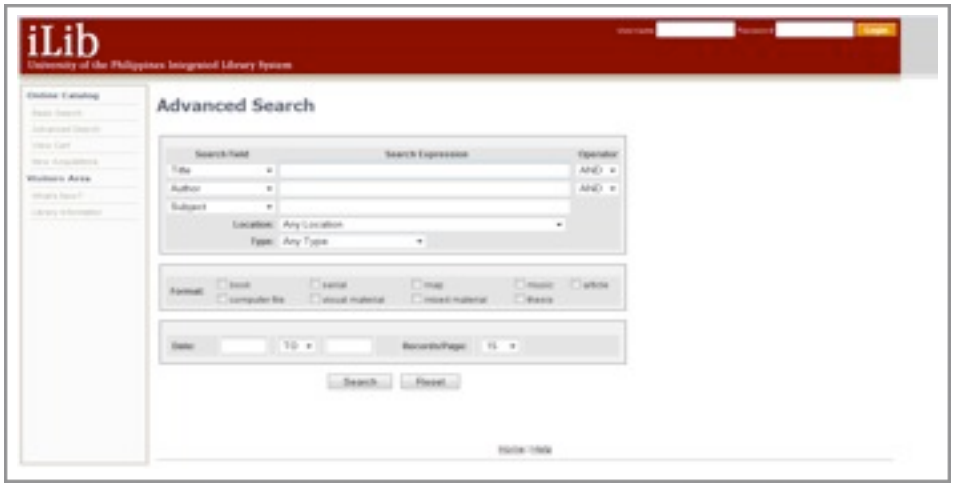
To login to iLib, enter your SystemOne username and password in the respective text boxes on the upper right section of the site, hit "Enter" or click "Login" button.



The Online Catalog menu provides two options in searching; the Basic and Advanced search. The **Basic Search** provides a simple search form with one (1) search box with a drop-down list on its left side of the following search fields: Author, Accession Number, Call Number, ISBN/ISSN, Publisher, Subject, Title, Any Field. Using any of these fields helps limit your search. Once you have chosen a field and enter your search expression in the search box, click "Search" button or hit the "Enter" key.



Advanced search is used for more complex search requirement and



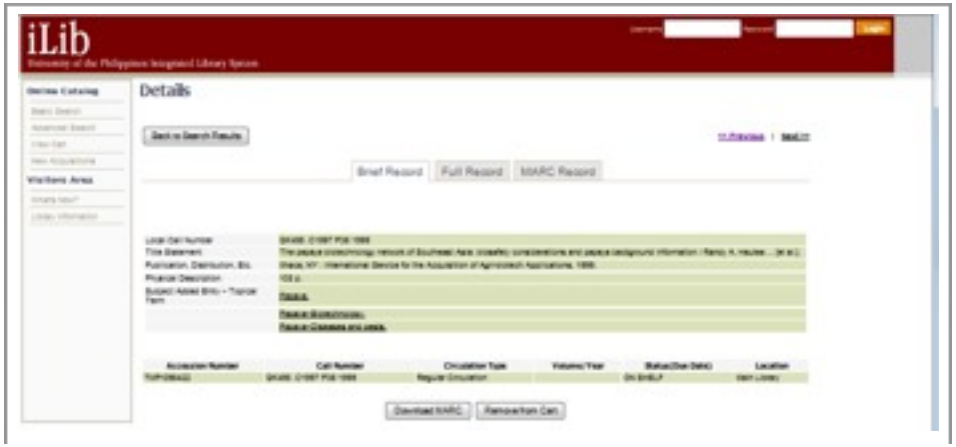
very specific search inquiries. Using this interface, you can combine search expressions and select from a number of search limits. It has three (3) search boxes with three (3) drop-down lists of search fields and 2 drop-down menus for Boolean Operators AND or OR to combine search expressions in search boxes. Other delimiters include Location drop-down list to narrow down the search to a specific library unit; "Type" of materials such as Reserve, Non-Circulation, Regular Circulation, etc.;

"Format" section provides different types of materials such as book, serial, computer file, visual material, etc.; and the date boxes.

Search Result page shows you a brief display of the records returned

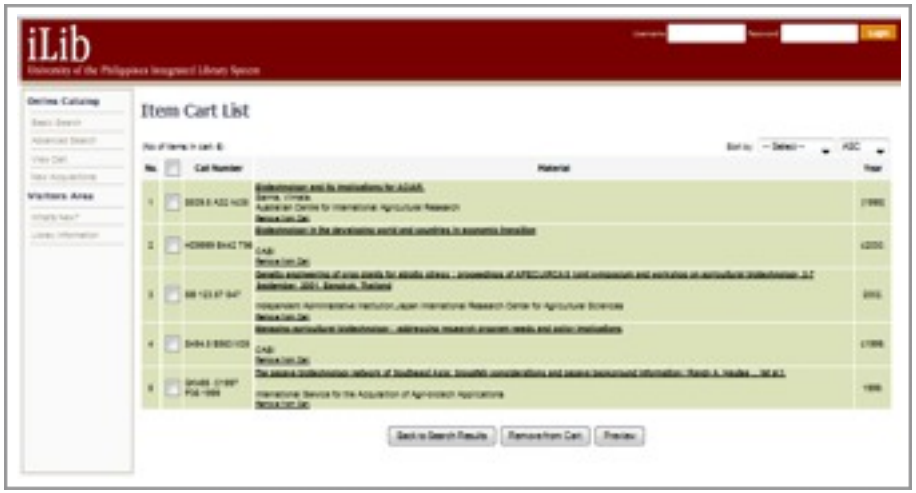
from your search. Sample Search Result page shows 1-10 of 276 records found. Researchers have option to sort the search result by title, call number, author, and year. The checkboxes in the first row can be used to bookmark records and later to be Add to Cart below the list or click Add to Cart below each record for possible further review, printing, and/or email.

Details of each selected record (by clicking each title), can be viewed in **Brief Record**, **Full Record** and **MARC Record**. In this page you will

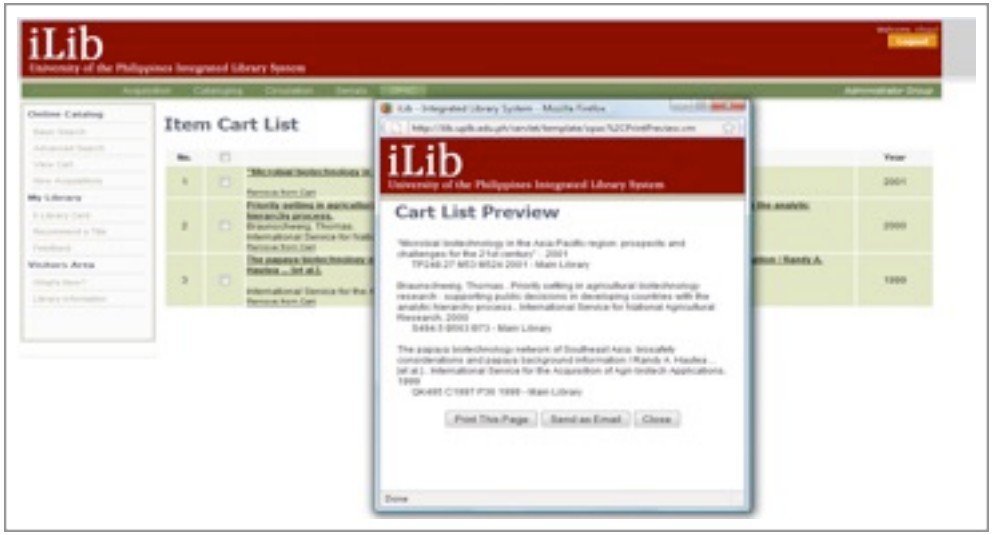


know additional information about the record.

View Cart lists all bookmarked or Add to Cart records and still have options to delete or **Remove from Cart. Preview** will show **Cart List**



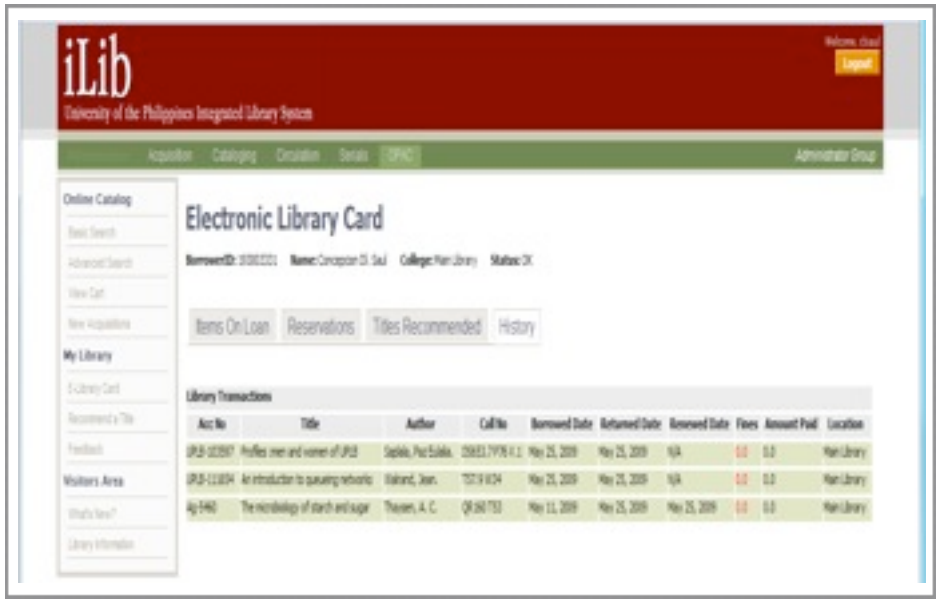
Preview for you to **print**, **email** or **close**.



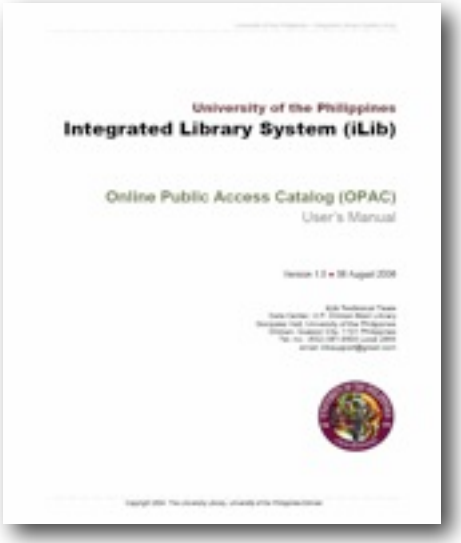
All items will be removed as you logout.

My Library subsection is a special feature for legitimate members of the University of the Philippines that became visible once login. To login, enter your SystemOne username and password in the respective text boxes on the upper right section of the site, hit “Enter” or click “Login” button.

This interface allows you to view your “Electronic Library Card”; electronic version of your Borrower’s Card that is traditionally used in the library to record book loans and returns. The E-Card shows your personal information such as, Borrower ID/Student No., Name and College. It has a feature that keeps record of all your transactions grouped into four tabs: Items on Loans, Reservations, Titles Recommended and History. The “Items on Loans”, which is the default tab that listed all your currently loaned materials.



For more detailed instructions on searching using iLib OPAC and its special features, a pdf copy of Online Public Access Catalog (OPAC) User’s Manual is available at http://library.uplb.edu.ph/iLib_Manual_OPAC.pdf or click “Using the Web OPAC” at the University Library homepage. This manual aims to inform iLib users on the different functionalities of the OPAC, how to navigate the different parts of the system, and how to maximize all available features.



HOW TO BORROW BOOKS, THESES, SERIALS AND OTHER LIBRARY MATERIALS

A validated **IDENTIFICATION CARD** is your permit to use the Library. It must be wore upon entrance and presented at the Control Desk whenever you check out library materials.

You must have a **BORROWER’S CARD and UPLB Web Mail account** to take out library materials for home reading. The card must be presented with the ID card each time a circulation books is borrowed or returned. The borrower’s card must also be surrendered when applying for library clearance.

CIRCULATION BOOKS found in the card catalog or searched in the OPAC [take note of the Status (due date) on the Details page; sub-section of the Search Results] copy the author’s name, short title, and call number. Locate the book in the stacks. The books are on open shelves and are arranged by call number (Library of Congress Classification Scheme). When the book you want is not on the shelves, inquire at the Circulation Desk, for the book may be out at the moment. Books on loan can be reserved if you wish. A reservation for the book may be made at the loan desk. Reservation effectivity for Circulation

books is three (3) days beginning from the due date of the borrowed item or three (3) days from the current date if item is already overdue. The borrower who placed the reservation will be notified thru email once the item has been returned and checked-in by the circulation staff. Reservation placed online can be viewed and cancelled in the Reservation tab under the E-Library Card section.

Books for home use may be charged only for two (2) weeks. The date due is stamped on a slip facing the inside back cover and on the student borrower's card. Undergraduate students may borrow a maximum of five (5) books from any UP Library at a time, while maximum of ten (10) for graduate students.

RESERVE BOOKS are the books placed on reserve by faculty members for assigned readings of courses being offered. These may be requested at the Reserve Counter and used at the room or charged overnight. A complete list of reserve books arranged by author/subject is kept on top of the Reserve Counter.

Reserve books are used at the room on hourly loans during the day. Overnight loans are based on first reservation priority. Reservation for the day can only be made from 12:00 to 4:00 PM by filling out a reservation slip available at the Reserve Section. However, effective July 1, 2011, online reservation will be done online through iLib database/OPAC using SystemOne username and password. Reservation time also applies to online. Students are entitled to only one reservation a day. Pick-up time is usually an hour before closing (4:00 PM) unless the book asked for is still being used. Overnight books must be returned within the first business hour (8:00 AM) on the following day.

REFERENCE BOOKS are in an open shelves and for room use only. These are arranged according to type, i.e., almanacs, bibliographies, biographies, dictionaries, directories, encyclopedias, handbooks, yearbooks, etc.

SERIALS are on closed shelves and are for room use only. However, abstracts and indexes are shelved on the reading room area for easy access on a given subject. The latest/current periodical issues are also on display in the reading room area. Back issues of journals, magazines and other periodicals, can be requested at the Serials Loan Desk. Signed loan card/slips and ID should be left to the desk attendant for loaned materials.

THESES AND DISSERTATIONS the index to the graduate and undergraduate thesis manuscripts is arranged alphabetically by author within each subject/field of specialization. Graduate theses and dissertations are classified according to the Library of Congress Classification Scheme (modified by UP System) and are represented in the card catalog. However, both the undergrad and graduate theses, and dissertations are searchable in OPAC. These collections are strictly for room use and off-limits to non-UP undergraduate students. Requests for these materials are being done by leaving an ID and filled-up special request slip/certification with notation, *"The undersigned certifies that the following thesis/es will be used for research purposes and understands the proper acknowledgement and citation shall be made accordingly. "* This form is for the students/researchers to be aware of and responsible on the use of data taken from the publication.

MICROFORMS such as microfiche and microfilms require a special equipment to read/browse and print the information needed. The Computer Services and Multimedia Collections Section assists readers on the use of microfiche materials on foreign publications in selected subjects and theses, and microfilms of back issues of leading newspapers: Philippine Daily Inquirer, Manila Times, Manila Bulletin, Philippine Star and some issues of Philippine Daily Express, Bulletin Today and Times Journal.

MULTIMEDIA such as e-books, video, audio and other electronic information resources in CD format, computer files, databases in local area network (LAN-TEAAL), etc. are available for room use at the Computer and Multimedia Collections Section. Staff are always ready to assist you in using these electronic library materials,

ONLINE COLLECTIONS the University Library subscribes to several e-journals and has web links at its homepage under Collection or type the url; http://library.uplb.edu.ph/index.php/journal. Also at the homepage, we have E-Databases, Internet Resources, Open Access, and Database on trial that can be explored. The Library's online subscriptions are IP based, hence, can only be accessed within the campus. There are also UP System-wide online subscriptions and databases that can also be remote accessed. The username and password of these databases were being distributed during ID validation at the Circulation counter.

The **Other Sources** at the homepage serves as weblinks to Philippine E-Lib; World Bank Collection (elibrary), World Bank Development Data, Web Agris, Filipiniana.NET, PhilAgriNet and UPLB E-publications.

OTHER MATERIALS

Vertical Files and other monographic series are for room use and can be requested through the assistance of a staff at the Filipiniana Section.
Maps and Atlases include local and city maps, geographical soil, climatic, economic, historical, physical, road, and topographical maps. The Philippine Agriculture and Natural Resources Atlases is available at the Filipiniana Section, while the other maps and atlases are at the General References Section. These are for room use only.

OTHER SERVICES AND ACTIVITIES

Library Orientation for freshmen and new graduate students are conducted every semester before and at the opening of classes. Copies of the Student Library Guide are distributed. This publication is also available at the Library homepage.

Information Literacy Program is a Library and academic activity that foster students to be dynamic and develop inquisitive attitude towards a more reliable and scholarly literatures for their academic information needs. The faculty request from the Library to give lecture for their students to develop information literacy skills, learn search strategies, know useful websites for a particular subject, evaluate/analyze and how to cite information from the web, etc. Schedule of requests are posted at the University Library homepage and interested students may sit-in during the lecture.

Reference Desk Online is presented 24/7 at http://library.uplb.edu.ph and click “Ask a Librarian”.
You can also send your inquiry thru telephone at (63-049) 5362326 or 5362235, email: library@uplb.edu.ph

Interlibrary Loans is a way for the students to borrow book/s from other library not available in our Library. Inquire from the Circulation desk regarding this service.

Photocopying services is available at the 2nd Floor.

Book Display is a regular feature of the Library. It is found at the ground floor, Circulation Section. You can also browse the newly acquired books at the Cataloging Section a week before they are finally placed on circulation. List of New Acquisitions are posted at the Library website.

Document Delivery provides delivery of full text articles and other publications in print or electronic format and send either by mail or thru the Internet upon request with a minimal service fee.

RULES AND REGULATIONS

Article X – University Library Rules and Regulations
Excerpts from the University Library Organic Act and University Library Rules and Regulations (1039th BOR Meeting, 14 March 1991)

Sec. 12. Loss of Circulation Book–Any person who loses or fails to return a book within seven (7) days after due date or recall shall either replace it with the same title or a good photocopy or pay its current replacement value or replace it within thirty (30) days by another title to be selected by the librarian. In all cases, the person shall pay a fine equivalent to 50% of the cost of the book.

Sec.14. Failure to Return a Circulation Book–Any person who fails to return any book open to general circulation on its due date or after recall shall pay a fine of P2.00 a day, exclusive of Sundays and holidays.

Sec. 15. Failure to Return a Reserve Book–Any person who fails to return a reserve book shall pay a fine according to the following schedule: for the first hour or a fraction thereof after the hour appointed for return, one peso (P 1.00); for each hour after the first, five pesos (P 5.00); for each full day, fifty pesos (P 50.00). A second offense within a semester shall subsequently suspend/curtail this privilege for the rest of the semester or summer.

Sec. 16. Withdrawal of a Reserve Book Without Reservation Permit–Any person who draws out a reserve book for overnight use without an approved reservation shall pay a fine of P50.00. The library privilege to borrow from the reserve collections shall be suspended for two weeks on second offense.

Sec. 19. Mutilating or Stealing Library Properties–Any person who shall deface, mutilate, appropriate for himself, or steal any library materials or property shall replace it or pay its current replacement value and pay a fine of not less than three hundred pesos (P300.00) but not more than fifty percent (50%) of the current cost of the book, whichever is higher. This is without prejudice to the imposition, in appropriate cases of an additional penalty of suspension or expulsion to be imposed after due process, by the Chancellor upon the recommendation of the University Librarian through the Dean.

Sec. 21. Falsification and Use of Someone Else's Identification Card or Borrower's Card

a.) A person who falsifies the Identification card shall after due process be suspended from the University for not more than one semester.

b.) Any person who uses an Identification card or Borrower's card not his/her own shall have his/her library privileges suspended for not more than one semester.